

VACANCY ANNOUNCEMENT

(Announcement Number: 12-14)

The American Embassy in Kathmandu is seeking an individual for the position of Deputy Regional Refugee Coordinator.

OPEN TO: All Interested Candidates

POSITION: Deputy Regional Refugee Coordinator

OPENING DATE: April 30, 2012

CLOSING DATE: May 14, 2012

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent assists in monitoring refugee and conflict victim protection issues; assists in monitoring all aspects of resettlement programs in the region; visits refugee camps and responds to enquiries from refugees; and prepares reports on protection and assistance issues. Participates in planning and organizing the unit's work, factoring in established priorities and ensuring proper application of regulations. Incumbent is responsible for the day-to-day operations of the section when the Regional Refugee Coordinator is absent.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree is required.
2. At least two years of progressively more responsible experience working with refugees, other vulnerable populations, humanitarian assistance, human rights or international relations; working for an international organization (IO), non-governmental organization (NGO) or the U.S. Government in related fields; or equivalent experience required. This position requires skills and experience analyzing and reporting on social and public policy, and monitoring and evaluation of a variety of regional grants.
3. Level IV (Fluent) Speaking/Reading/Writing English is required.
4. A good knowledge of monitoring and evaluation practices, including "SPHERE" and other accepted minimum standards for humanitarian and/or

refugee protection and assistance. Knowledge of policies, procedures and best practices as they relate to refugee and/or humanitarian assistance is required.

5. The ability to plan, organize, and manage a wide variety of ongoing projects is required. Outstanding interpersonal skills and ability to work well on multiple issues, often with time constraints are required. The ability to compile, understand, and analyze statistical information is required. The ability to think critically and to understand and work effectively with complex organizational and cultural systems and agendas is a must. Ability to travel within Nepal, India and Sri Lanka. A good working knowledge of Microsoft Office (Microsoft Word, Excel, Access) is required.
6. The candidate must be able to obtain and hold a U.S. Secret level security clearance.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm@state.gov (write “**Application for Deputy Regional Refugee Coordinator**” in the Subject)

Or

Human Resources Office

G.P.O. Box 295

Kathmandu, Nepal

(Please clearly mark your envelope as “**Application for Deputy Regional Refugee Coordinator**”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html